



## **How to Apply for Employment at the Rockville Swim and Fitness Center**

**Step 1**

Go to [www.rockvillemd.gov/careers](http://www.rockvillemd.gov/careers)

**Step 2**

Click the title of the job you wish to apply for in the table of positions listed and then click on “Apply” on the next page.

[Print Job Information](#) | [Apply](#)

Position	Emp. Type	Salary	Closing Date
<a href="#">Box Office Clerk IV</a>	Temporary	\$10.04 - \$11.13 Hourly	Continuous
<a href="#">Buyer II</a>	Full-Time	\$50,580.00 - \$81,874.00 Annually	01/14/14
<a href="#">Community/Special Events Leader I, II, I...</a>	Temporary	\$1,256.67 - \$1,918.80 Monthly	
<a href="#">Fitness Instructor - Aide</a>	Temporary	\$8.00 - \$9.00 Hourly	Continuous
<a href="#">Fitness Instructor I</a>	Temporary	\$15.00 - \$25.00 Hourly	Continuous
<a href="#">Fitness Instructor II</a>	Temporary	\$27.00 - \$37.00 Hourly	Continuous
<a href="#">Front Desk Receptionist - Thomas Farm Co...</a>	Temporary	\$9.00/Hour	Continuous
<a href="#">Front Desk Receptionist-Swim and Fitness...</a>	Temporary	\$8.00 - \$10.00 Hourly	Continuous
<a href="#">Groundskeeper-Tree Crew (Temporary)</a>	Temporary	\$8.33 - \$11.20 Hourly	Continuous
<a href="#">NEW! Laborer - General Maintenance L-1</a>	Full-Time	\$31,615.00 - \$44,945.00 Annually	01/20/14
<a href="#">NEW! Laborer - General Maintenance L-1</a>	Full-Time	\$31,615.00 - \$44,945.00 Annually	01/20/14
<a href="#">Lifeguard</a>	Temporary	\$8.04 - \$14.52 Hourly	Continuous
<a href="#">NEW! Maintenance Worker - Utilities L-2</a>	Full-Time	\$34,302.00 - \$48,765.00 Annually	01/20/14
<a href="#">Maintenance Worker-General Maintenance L...</a>	Full-Time	\$34,302.00 - \$48,765.00 Annually	01/03/14
<a href="#">Personal Trainer I</a>	Temporary	\$28.00 - \$38.00 Hourly	Continuous
<a href="#">Police Officer</a>	Full-Time	\$47,407.00 - \$76,738.00 Annually	Continuous
<a href="#">Program Assistant III</a>	Part-Time	\$14.17 - \$22.93 Hourly	Continuous
<a href="#">Recreation Programs Class Instructor - P...</a>	Part-Time	\$14.00 - \$40.00 Hourly	Continuous
<a href="#">Senior Center Office Assistant</a>	Temporary	\$8.70 - \$11.07 Hourly	Continuous
<a href="#">Swim Instructor</a>	Temporary	\$7.21 - \$15.00 Hourly	Continuous
<a href="#">Theatre Technician-Temporary</a>	Temporary	\$9.70 - \$17.42 Hourly	

**Step 3**

If you have a City of Rockville “Employment Application” account, then login and complete the application on the following page. If not, then click on “create an account” and fill in the necessary information.

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#) [Help](#)

Username:   
Password:   
  
[I Forgot My Username and/or Password](#)

## Step 4

After you have logged in with your new or existing account, click on the button that says “Create Application” and enter the name of your application in the box on the next page and click on the “Create Application” button once more.

Welcome, John Doe

[Help](#)

[Logout](#)

[Main Menu](#)

[Application Status](#)

[My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#)

### Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

<b>Application Name</b> (for your own reference):
Front Desk App
<a href="#">Create Application</a>

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

## Step 5

On the next page complete the form and click on [Save & View Application](#) to save the entered information.

## Step 6

Attach any files and add extra information on the next page by clicking the blue bold underlined links on the right-hand side. Confirm the information by clicking the button at the bottom.

<b>Preferences</b>	<a href="#">Edit Preferences</a>
Preferred Salary: Are you willing to relocate?	
Types of positions you will accept: Types of work you will accept: Types of shifts you will accept:	
<b>Objective</b>	
<b>Education</b>	<a href="#">Add Education</a>
<b>Work Experience</b>	<a href="#">Add Work Experience</a>
<b>Certificates and Licenses</b>	<a href="#">Add Certificates or Licenses</a>
<b>Skills</b>	<a href="#">Add Skills</a>
Office Skills: <a href="#">Edit</a> Typing: 0 Data Entry: 0	
<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>
<b>Resume</b>	<a href="#">Edit Resume</a>
<b>Text Resume</b>	
<b>Attachments</b>	<a href="#">Add Attachment(s)</a>
<a href="#">Go to Confirm Application</a>	

Edit/Add  
Information

## Step 7

On the next page, click the “Accept” button in order to confirm and submit the completed application. Once it is submitted, you will see a confirmation message on the screen and receive an email from the City of Rockville.

1 >>>> 2 >>>> 3 >>>> 4  
Job      Agency-wide      Confirm      Certify &  
Application      Questions      Application      Submit

**Certify & Submit**




By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.

I understand that some appointments are subject to the successful completion of a physical, background investigation, and credit check. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Rockville and will not be returned. I understand the City of Rockville may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Application for Front Desk Receptionist-Swim and Fitness Center is complete.

[Click here for a printable version of the application you just submitted](#)

### Confirmation



Dear **John Doe**

Thank you for applying for employment with the City of Rockville. We have received your application. The average recruitment process takes a minimum of four to six weeks. Some positions may require additional time. Should you be selected for an interview, you will be contacted.

The City of Rockville allows reapplication, retesting and re-evaluation of applicants not appointed to a probationary status on a previous attempt, provided that nothing in the applicants history indicates unfitness for appointment. Applicants must reapply by submitting another City of Rockville employment application.

Thank you, again, for your interest in employment with the City of Rockville.

Updated: 2/6/14